Spotlight

Michigan Department of Education

on Student Assessment and Accountability

February 23, 2017

Key:

📌 Reminder (previously run article)

M-STEP Test Administration Manual (TAM)

The M-STEP TAM is now available on the M-STEP web page under the *What's New* and *Current Administration* sections

📌 DRC District and Building Coordinator Training Webinars

District and Building Coordinator Training Webinars for the Spring 2017 M-STEP, MI-Access, Early Literacy and Mathematics Benchmarks, and the Michigan Science Standards Pilot online assessments are happening next week. District and Building Coordinators who attend will learn about:

- an overview of what is new in online testing for 2017

- helpful online testing tips

- where to find important resources

- Q&A

The following list of dates and times are for each presentation. Click on the link to register for each session.

February 28, 2017 from 10:00 – 11:00 AM:
M-STEP Administration Training – Click to Register
(https://datarecognitioncorpaudio.webex.com)

(Continued on next page)

▶ Sign up for Spotlight (www.michigan.gov/mde-spotlight) and/or access previous editions

Call Center: 877-560-8378

March 1, 2017 from 10:00 – 11:00 AM: MI-Access Administration Training – Click to Register (https://datarecognitioncorpaudio.webex.com)

March 2, 2017 from 10:00 –11:00 AM: Early Literacy and Mathematics Administration Training – Click to Register (https://datarecognitioncorpaudio.webex.com)

March 3, 2017 from 10:00 – 11:00 AM: Michigan Science Standards Pilot Administration Training – Click to Register (https://datarecognitioncorpaudio.webex.com)

If you are unable to attend any training, a recording of all of the Administration trainings will be posted to eDIRECT by the end of the day on Friday, March 3, 2017.

Social Media Monitoring for Security

As in previous years, MDE will be using a social media monitoring service during testing to watch for security issues (and only security issues). For example, if a student were to post a photo of test questions, that would be a security violation, and MDE would seek to have that post removed.

New ESSA Notes Newsletter Available

A new issue of ESSA Notes is now available and was distributed to subscribers on February 23, 2017. The new edition includes the following topics:

- Michigan's Draft ESSA Plan Available for Public Comment
- House Education Reform Committee Testimony on ESSA
- States Watching for New ESSA Guidance
- and more

Visit the ESSA website (http://www.michigan.gov/essa) to view archived copies of ESSA Notes and to stay up to date on MDE's ESSA activity.

Spotlight

SAT Corner
Information on SAT™, PSAT 8/9™, and PSAT10™ provided by the College Board

Questions about Spring PSAT 8/9, PSAT 10, or SAT?

Call the Michigan Educator Hotline at 866-870-3127 (select Option 1) or email michiganadministratorsupport@collegeboard.org.

English Learner Supports

English learners in Michigan taking the state-provided PSAT 8/9, PSAT 10, and SAT during the school day will have access to testing directions in Spanish, Arabic, Haitian Creole, Mandarin, Portuguese, Polish, Russian, and Vietnamese. Additional languages can be supported with "on the fly" translations by district-approved translators. English learners will also be able to use approved word-to-word bilingual glossaries. The assessment results, when these supports are used, will now be college and scholarship reportable and do not require an accommodation request in Services for Students with Disabilities (SSD) online. These students can test in the standard testing rooms.

Students may not bring their own glossaries on test day. The glossary used must be from the approved glossary list and distributed by the school on test day, after it is checked to make sure nothing has been added or inserted in the book. Schools can also provide glossaries, if needed.

The list of approved bilingual glossaries and translated test directions can be downloaded from the Michigan College Board Website (www.collegeboard.org/michigan).

The translated test directions are not Michigan-specific, but will provide all relevant directions for students. However, the directions do not include specific timing information, so test center supervisors and associate supervisors should make sure students understand they should pay attention to the timing instructions provided verbally and written on the board.

Training

Over 65 percent of SAT test center supervisors have completed the online training…thank you! A reminder that the PSAT training will be available in the same online learning system in early March.

TIP: Be sure to include your test center number when first accessing the training.

PSAT 10 Student Guides

PSAT 10 Student Guides will arrive March 6-8, 2017, and you should receive enough for every 10th grade student. You may pass these out to students as soon as you receive them. The quantities shipped to schools are based on last year's PSAT 8/9 testing cohort and not the number of students pre-identified for PSAT 10. For some schools, particularly those that may not have tested 9th graders last year, the estimated quantity you receive may not be enough. Please contact the Michigan Educator Hotline if you need more student guides shipped to you.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Upcoming Webinars

If you cannot attend the webinar during the scheduled time, you can register and the presentation will be emailed to you afterwards.

- **REVISED DATE: SAT and PSAT Administrative Testing Tips – March 14, 2017 at 3:00 PM EST:** Focused on reviewing the manuals, test day strategies such as the distribution and collection of calculators, procedures for conducting a preadministration session, etc.

  Register (www.tinyurl.com/MITestingTips)

- **Using Rosters for Administering the SAT – March 28, 2017 at 3:00 PM EST:** How to use the online attendance roster and NAR to help finalize room assignments.

  Register (www.tinyurl.com/MIRosters)

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Important Dates

Approaching Deadlines!

Online Testing

February 27, 2017:

- Deadline for Online Test Session setup in Secure Site for **M-STEP**, **MI-Access**, and **Early Literacy and Mathematics Benchmark Assessments**

Coming Next Week . . .

Online and Paper/Pencil Testing

February 28, 2017 from 10:00–11:00 AM:

- **M-STEP** Administration Training: Click to Register (https://datarecognitioncorpaudio. webex.com)

March 1, 2017 from 10:00–11:00 AM:

- **MI-Access** Administration Training: Click to Register (https://datarecognitioncorpaudio.

March 2, 2017 from 10:00–11:00 AM:

- **Early Literacy and Mathematics** Administration Training: Click to Register (https:// datarecognitioncorpaudio.webex.com)

March 3, 2017 from 10:00–11:00 AM:

- **Michigan Science Standards Pilot** Administration Training: Click to Register (https://datarecognitioncorpaudio.webex.com) webex.com)

February 2017

Paper/Pencil Testing

Now – March 17, 2017:

- **WIDA** Additional Materials Order Window in WIDA AMS

Online Testing

Now – May 26, 2017:

- Pre-ID of students for online testing for **M-STEP**, **MI-Access**, **Early Literacy and Mathematics Benchmark Assessments,** and **Michigan Science Pilot Assessment**.

Online and Paper/Pencil Testing

Now – March 24, 2017:

- **WIDA ACCESS** for ELLs 2.0 and **WIDA Alternate ACCESS** for ELLs testing window

Now – May 26, 2017:

- Off-site Test Administration request window (for individual students such as homebound or expelled with service students) for **M-STEP** and **MI-Access**. Submit request here (https:// baameap.wufoo.com/forms/offsite-test-administration-request-spring-2017/)

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Spotlight on Student Assessment and Accountability

March 2017

Online and Paper/Pencil Testing

March 8, 2017 from 2:30–4:00 PM:

- **MI-Access** Spring 2017 Administration Webcast MIStreamnet.org (Live and Archived)

Paper/Pencil Testing

REVISED DATE: March 14, 2017 at 3:00 PM EST:

- **SAT and PSAT** Administrative Testing Tips webinar – Focused on reviewing the manuals, test day strategies such as the distribution and collection of calculators, procedures for conducting a preadministration session, etc.

  Register (www.tinyurl.com/MITestingTips)

March 21, 2017 at 3:30 PM:

- **ACT WorkKeys** Q & A Session #2: Registration will need to be completed 48 hours prior to the session date:

  Session 2 (https://act.ilinc.com/register/tywwmbx)

March 28, 2017 at 3:00 PM EST:

- Using Rosters for Administering the **SAT** webinar – How to use the online attendance roster and NAR to help finalize room assignments.

  Register (www.tinyurl.com/MIRosters)

Recently Asked Questions . . .

Since we now have to create seating charts for all state assessments, is there a certain spacing requirement?

Seating charts have been required during testing since Spring 2016. You can find all of the requirements for seating charts in the Assessment Integrity Guide (AIG) (pg. 13). There are templates available in Appendix C. The AIG reflects the minimum requirements—some assessments such as the SAT and ACT WorkKeys have specific spacing requirements that must be adhered to. The Assessment Integrity Guide can be found on any of the assessment web pages.

We missed the initial material order deadline. How do we get materials for testing?

Schools will have an opportunity to order additional testing materials about two weeks prior to each testing cycle. You can check the Important Dates document on each assessment web page or check the Home/Announcement page of the Secure Site once you are logged in.

Call Center: 877-560-8378 (select appropriate option) for assistance with assessment or accountability issues

Recently Asked Questions . . .

Are students who are repeating grades 9 or 10 expected to take the PSAT 8/9 or PSAT 10 again?

Yes. Students repeating grades 9 or 10 who previously took the PSAT 8/9 or PSAT 10 are expected to take the test again.

If we have a student who needs a human reader for the online test, how would we accomplish that?

The student must test alone or in an area where they will not be heard by other testers. The proctor reads the item from the screen.

Can Test Administrators and Proctors have water bottles during M-STEP testing?

Yes.

Can Test Administrators and Proctors have cell phones during M-STEP testing?

Yes. Students' electronic devices should be powered down and out of reach, but there is no such restriction on school staff. The Assessment Integrity Guide (page 14) advises not using phones while monitoring students because conversations, e-mail, and web-browsing are distractions that would keep Test Administrators and Proctors from giving their full attention to testing. Most modern phones include cameras and video cameras, which are a security threat in the testing room, and taking pictures of the test or testing students is prohibited. For these reasons, it is usually best to avoid using the phone during testing, absent a need such as calling for assistance. The Assessment Integrity Guide can be found on any of the assessment web pages.